

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Agency Survey of Microfilm Operations

1. You will recall that on 15 December 1953 we submitted to the Archivist of the United States an inventory of microfilming equipment owned or rented by the Agency. The equipment inventory was only one of seven schedules constituting a microfilming operations survey questionnaire which the General Services Administration sent to all Government agencies.

2. We could not submit the other six schedules as that would have involved the revealing of security information. Those schedules covered such matters as:

- a. The specific types of records which are being microfilmed.
- b. The validity of the determinations to microfilm specific types of records.
- c. The efficiency and cost of typical individual microfilming projects.
- d. Current standards for microfilming and the need for modification thereof.

3. Authority to conduct this survey was granted the Administrator of General Services by Section 505(c) of the Federal Records Act of 1950. The survey which was made to determine the need for and the efficiency and cost of microfilming operations being carried on by Federal agencies had as its objectives:

- a. Government-wide standardized procedures.
- b. More effective equipment use and improved space utilization.
- c. Reduced costs for microfilm operations.

4. Although, we could not participate in this survey on a government-wide basis we are nevertheless obligated to comply with its intent within the Agency. Accordingly, we have prepared as the initial step in surveying the microfilming operations of the Agency, a questionnaire on which all major organizational components are requested to furnish data concerning their microfilming operations.

5. A copy of the proposed questionnaire together with the draft of an Agency Notice is attached for your approval.